

FACT SHEET

Step 1: Obtaining a DUNS Number

In order to receive Federal financial assistance as a non-individual, your organization will need a Data Universal Number System (DUNS) number. A DUNS number is a unique nine character identification number provided by the commercial company, Dun & Bradstreet (D&B). You may request one through the D&B DUNS special toll-free number for Federal Award Applicants: 1-(866)-705-5711. Tell the operator that you are applying for Federal financial assistance program and need to register for a DUNS number. Your organization can also register for a DUNS number through D&B's Website at: <http://fedgov.dnb.com/webform>.

Have the following information prepared when requesting a DUNS Number:

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO or organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part-time)

Note: Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application. D&B should not charge you a fee for requesting a DUNS number. You are also not obligated to purchase any of their products.

Step 2: Register with CCR

Once you have a DUNS number, you must register with Central Contractor Registration (CCR) and complete other reporting requirements. To register with CCR, go to <https://www.sam.gov/>.

The CCR is a Government wide registry for vendors doing business with the Federal Government. The CCR centralizes information about Federal financial assistance recipients and also provides a central location for you to change your organizational information.

The steps below provide an overview of the process to register on CCR's Website. If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. It will take 3 to 5 business days or up to 2 weeks before your CCR registration becomes active. If you are

updating or renewing your registration information, it will take approximately 24 hours to become active.

Tips for Registering with CCR

1. Information for registering with the CCR and online documents can be found at <https://www.sam.gov/>.
2. Before registering, applicants and recipients should review the Central Contractor Registration User Guide at https://www.sam.gov/sam/transcript/Quick_Guide_for_Updating_or_Renewing_CCR_SAM_Registrations.pdf.

NOTE: Your organization needs to renew their CCR registration every year.